

BID OPENING:AUGUST 12, 2004.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-0307 AND ASK FOR FRANK YATOR. NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

SPECIFICATIONS FOR CONTRACT PRINTING, IMAGING AND BINDING OF EMPLOYER'S ANNUAL FEDERAL TAX RETURN FOR AGRICULTURAL EMPLOYEES, PACKAGE 943 and 943-PR (MAILOUTS) 2004

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NOTE: Due to the numerous number of exhibits (13) in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

Scope: These specifications cover manufacturing and printing 323,916 packages. All packages will consist of an imaged form, an unimaged form(s), an instruction, and an extended flap return envelope inserted into a mailer (window) envelope. The packages are to be assembled for trayed mailing; staged; and released to the USPS.

General Construction: The packages will contain (a) a form; (b) an instruction; (c) a return envelope; and (d) a mailer envelope. The package must meet all the requirements of the U.S. Postal Service and the requirements of the IRS for returns processing.

Package (1) 943 will be assembled with (a) thru (e) inserted into (f).

- (a). Form A*.
- (b). Form B.
- (c). Form C.

- (d). Instruction (4 pages).
- (e). One return envelope (extended flap).
- (f). Mailer envelope (with covered window).

Package (2) 943-PR will be assembled with (a) thru (d) inserted into (e).

- (a). Form A (4 pages)*.
- (b). Form B.
- (c). Instruction (4 pages).
- (d). One return envelope (extended flap).
- (e). Mailer envelope (with covered window).

*Imaging: Form requires imaging, by either impact or nonimpact printers, applied directly to: page 1 (at the top for the mailing address and at the bottom on the payment voucher) of Package 1; and page 1 (at the bottom on the payment voucher) and page 4 (at the top for the mailing address) of Package 2 utilizing furnished magnetic cartridges. See Section 3.6.

BID QUANTITIES: Exhibit 1 shows the Government's bid quantity breakdown by IRS Service Center address.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the quantities shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made via successive updates of Exhibit 1 or by telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of undeliverables (see Section 5.2) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

SUBCONTRACTS: The predominant production function of this contract may be either Printing or Imaging. Any other functions, including printing of the envelopes, may be subcontracted per GPO Contract Terms 310.2.

Section 1 - Schedule

<u>Date</u>	<u>Event</u>
08-12-04	Bid opening.
08-19-04	Award of contract (Purchase Order number by phone).
08-30-04	Security letter to IRS (See Section 3.8).
09-09-04	Production & Quality Systems Plans to GPO.
10-04-04	Test cartridge(s), forms to be included with preproduction samples sent to banks & electronic media for dummy pages of form (see Section 3.9), and diskette for new move service center code correction available for pickup at GPO.
10-15-04	Electronic media for envelopes to contractor. (Envelope proofs - See Section 4.8)
Negotiated	Preproduction conference at contractor's plant.
10-29-04	Prior to production samples due. (See Section 3.9)
11-17-04	Electronic media for form and instruction for Package 1 to contractor. (Proofs - See Section 3.10)
11-22-04	Magnetic cartridges furnished.

- 11-26-04 Final day the Government may make package and envelope quantity adjustments (may be by telephone).
- 12-03-04 NCOA report (see Section 5.2) and postage summary report (see Section 1.5) to IRS.
- 12-06-04 Electronic media for form and instruction for **Package 2** to contractor.
- 12-13-04 Complete mail turnover to the Postal Service for **Package 1**
- 12-20-04 Complete mail turnover to the Postal Service for **Package 2**.

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of electronic media. In such event, the schedule will be adjusted in accordance with contract terms.

1.1 A preaward plant survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and the subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor will submit two copies each of detailed written production and quality systems plans. The plans shall be submitted, by the date in the schedule, to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, North Capitol & H Sts. NW, Washington, D.C. 20401 Attention: IRS Desk. The proposed quality systems plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved quality systems plan will be reviewed in depth. Items to be included in the production plan are: 1) processing and sorting master file magnetic cartridges, 2) scheduled start-up dates for all phases of production, 3) how coordination/communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the quality systems plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

Note: The Quality Systems Plan must be approved by the Government prior to the preproduction conference.

1.3 Quality Systems Audit: In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

1.4 Inspection Notification: 72 hours prior to start of press, imaging, inserting, and mailing operations the contractor must FAX IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-4139 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract.

1.5 Postage Summary: Contractor must e-mail postage summary reports (see Exhibit 6) for each phase for each

IRS service center to mary.g.kruemmel@irs.gov no later than the date specified in the schedule. Postage summary reports must show the GPO jacket number; the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total, in a format similar to the one shown in Exhibit 9. The reports are to be submitted after the mail tapes are prepared following NCOA processing.

1.6 Shipping Notification: Contractors must submit shipping notification on the final day of shipping. Email the notification to mary.g.kruemmel@irs.gov. Contractor must also submit a load plan for each shipment and copies of the 8125's.

Section 2 - Materials

2.1 Furnished by Government:

Files via electronic transfer for forms, instruction, envelopes, and a listing of states and zip codes that file at each service center (for correction of new move address service center codes); construction samples; and forms (one for each bank) to be included with shipment of preproduction samples to banks.

Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP), in Portable Document Format (PDF) generated from Adobe Acrobat 6.0 (all images in the PDF files will be hi-resolution and all fonts will be embedded in the files). Contractor must have Adobe Acrobat 6.0 to open the files. Prior to image processing, the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High resolution image processors must be used if generating films. The contractor must verify the accuracy of the postal barcodes, output as part of the envelope printing, with the USPS.

Prior to image processing, the contractor is responsible for checking files contained on the furnished diskette to insure that such features as bleeds, register marks, and correct file output selection have been provided. The contractor must supply necessary trapping. High resolution image processors must be used if generating films.

Magnetic Cartridges: The IRS will furnish cartridges for imaging which are to be received by contractor on or before the date specified in the schedule. 100% retrieval of all necessary information is required. Cartridges are produced in the Extended Binary Code Decimal Interchange Code (EBCDIC) format. Contractor must be capable of reading cartridges utilizing a 36 track format, with data compression. Cartridges furnished will be ZIP code sorted. Contractor must provide the listings, reports, etc. to perform the mailing operation. Contractor is responsible for coding and assigning all carrier route numbers, endorsements, and delivery point bar codes.

NOTE: If any Government furnished electronic media is unusable, the contractor must contact Gayle Kruemmel (202) 622-8851 within 24 hours. If the contractor fails to do so, no additional time will be allowed in the schedule. No Collect Calls. Contractor must not alter furnished files.

Contractor must schedule an advance planning meeting with the Postal Service, prior to production, to request the furnishing of trays, pallets, trucks and to coordinate a mailing plan.

Disposition of Furnished Materials: Postal Service will advise contractor of disposition of unused materials furnished by them. Balance of furnished materials, except cartridges, may be disposed of at contractor's discretion 30 days after completion of package turnover to Postal Service.

IRS Form 13456, IRS Publishing - Postage Report in a fillable PDF file format and IRS Form 13456-A, IRS Publishing Postage Statement - FAX Cover Sheet, in a fillable PDF file format to be furnished to the contractor.

2.2 Furnished by Contractor:

The contractor is required to have Internet access provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 5.05 (or higher) software (not Adobe Reader). The contractor must furnish an email address for

the IRS to email the forms mentioned above.

The contractor is required to complete and submit Form 13456 via email to the IRS within three days of the barrel stamp date on the postage statement. Form 13456 is provided as a fillable PDF file. The IRS will complete the top portion of the form prior to emailing the form to the contractor. The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The contractor is responsible for the accuracy of the information returned to the IRS. If there is any information missing or incorrect, please contact Gayle Kruemmel at 202-622-8851.

The contractor *must* update the Electronic Form 13456 and submit via email to IRS at postage@publish.no.irs.gov and also to mary.g.kruemmel@irs.gov within three business days of the barrel stamp date on the postage statement. Any delay or missing input could result in delay of payment.

All Postage Statements (i.e. USPS Form 3602, 3602-R, 3600) must contain the IRS Agency Cost Code "67039" in the "Federal Agency Cost Code" box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement.

Faxing USPS Postage Statements: In addition to emailing a completed Form 13456, the contractor is also required to FAX all associated postage statement forms to the IRS. The contractor is required to FAX only the postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have been barrel stamped by the postal service to **1-267-295-7877** (not a toll free number) and also fax to Gayle Kruemmel at 202-622-4139. The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. The form must contain entries in the following fields:

Date, Name of IRS publishing analyst, IRS requisition number, GPO jacket number, GPO Contractor number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, Number of pages faxed (*cannot exceed 32 pages including cover sheet*), and date of transmission.

All other materials and operations necessary to fulfill the contract requirements, including facsimile transmission capability, any necessary conversion program to utilize Government-furnished cartridges and the following:

2.3 JCP Standards: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Form - Either White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", must equal JCP Code D10; OR White Offset Book Paper, basis weight: 50 lbs. per 500 sheets, 25 x 38", must equal JCP Code A60.

Instruction - Any one of the following: White Newsprint, basis weight: 28 to 30 lbs. per 500 sheets, 24 x 36", equal JCP Code A10; OR White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", must equal JCP Code D10; OR White Offset Book Paper, basis weight: 50 lbs. per 500 sheets, 25 x 38", must equal JCP Code A60.

Return Envelopes (without window) & Mailer Envelopes (with covered window) - White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22"; containing a minimum of 30 percent postconsumer recovered material.

Section 3 – Form and Instruction.*

3.1 Quantity: Package (1) 943 – 319,121 packages; Package (2) 943-PR – 4,795 packages. Package (1) contains three folded forms, a folded instruction, and a return envelope inserted into a mailer envelope with the address on form visible through the window. Package (2) contains two folded forms, a folded instruction, and a return envelope inserted into a mailer envelope with the address on form visible through the window.

*All components to each package are unique to that package.

3.2 Form Format:

Package 1, Form A, B and C; and Package 2, Form B: Forms are 8-1/2 x 11" flat, folding to 8-1/2 x 3-7/8". Forms print head-to-head, on either White Writing or White Offset Book, in black ink only. No halftones or flat tones.

Package 2, Form A: Form is 17 x 11" flat, folding to 8-1/2 x 3-7/8". Form prints head-to-head, on either White Writing or White Offset Book, in black ink only. No halftones or flat tones.

Folding (Package 1, Form A, B and C; and Package 2, Form B): Fold forms from 8-1/2 x 11" to 8-1/2 x 3-7/8" with two wraparound folds with the title out. The first fold is 3-1/4" from the bottom trim edge and the next fold is 3-7/8" from the top trim edge.

Folding (Package 2, Form A): Fold form from 17 x 11" to 8-1/2 x 11" with Pages 1 and 4 out. Fold again from 8-1/2 x 11" to 8-1/2 x 3-7/8" with two wraparound folds with the address portion of page 4 out. The first fold is 3-1/4" from the bottom trim edge and the next fold is 3-7/8" from the top trim edge.

Margins: Face - 1/2" head, 9/16" left & right.
Back - 1/2" head, 9/16" left & right.

The margins & detached size for Pages 1 thru 4 must not vary more than 1/32".

Perforations (forms only): **Package 2, Form A** - Perforate form vertically, along the entire 11" dimension at 8-1/2" from the right trim edge. **Package 1, Form A and B; and Package 2, Form B** - Perforate forms horizontally at 3-1/4" from the bottom trimmed edge to provide a detached size of 8-1/2 x 3-1/4" for the payment voucher. **Package 2, Form A** - Perforate page 1 horizontally, at 3-1/4" from the bottom trim edge to intersect the vertical perforation and provide a detached size of 8-1/2 x 3-1/4" for the payment voucher.

All perforations must be slit or slot (pinhole not acceptable) and provide a clean edge. Perforations must be of such strength as to prevent separation during normal mailing and handling.

3.3 Instruction Format (Packages 1 and 2):

Instructions are 17 x 11" flat, folding to 8-1/2 x 3-2/3". Instructions print head-to-head, in black ink only, on any one of the following: White Newsprint, White Writing, or White Offset Book.

Margins: 1/2" head, 9/16" left & right.

Folding: Fold instructions from 17 x 11" to 8-1/2 x 11", and fold again to 8-1/2 x 3-2/3" using two wraparound folds with the title out.

3.4 GPO Imprint: Contractor must set and insert a GPO imprint line per GPO Pub. 310.2 (page 9).

3.5 Magnetic Cartridges: - The IRS will furnish cartridges for imaging. These cartridges to be received by contractor on or before the date specified in the schedule. 100% retrieval of all necessary information is required.

3.6 Computer Imaging (the face of Form A in Package 1; and pages 1 and 4 of Form A in Package 2): Computerized imaging is required by either impact or nonimpact printers directly on the face of Form A in Package 1; and pages 1 and 4 of Form A in Package 2 in OCR-A, Font size 1, utilizing furnished magnetic cartridges. CAUTION: The image area for Form A in Package 1 is approximately 7-1/2 x 10"; and Form A in Package 2 is approximately 12 x 9-1/2. It is the contractor's responsibility to ensure that the imaging equipment used on this contract has the capability to image all required areas. (See Exhibit 8). If the imaging of the forms is performed at more than one location, the forms for any one Service Center MUST be produced in the same location.

Imaging must meet the following specifications:

- The font must be OCR-A, Font size 1.
- The imaging must be in non-magnetic black ink and the ink cannot contain any magnetic properties such as ferrous oxide.
- All characters must align. No missing data or entries; no duplicate data or entries; no broken characters; no

smearing; and no visible wicking.

Address Copy Changes: The addresses change from package to package. Carrier route endorsement and other optional endorsement lines must be in one, set position throughout the run and appear, with the address, in the window of the mailer envelope of each package.

Addresses and other information are to be placed by computerized imaging directly on Form A in Package 1 and pages 1 and 4 of Form A in Package 2. If cartridges furnished do not conform to contractor's equipment, the contractor must take IRS data and reformat it to produce all of the required information using their own equipment. The contractor may notify IRS Martinsburg Computing Center (MCC) directly to resolve cartridge and/or programming problems. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge number; and a brief explanation of the problem. The contractor will be required to develop software to edit and reposition the various data elements taken from the cartridge to be applied to page 1. The contractor will also be required to produce a unique number (that may be printed on the face of Form A in Package 1 above the horizontal perforation and Form A, page 4 of Package 2, above the horizontal perforation (see Exhibit 8) for each copy of the form, so the contractor may retrieve & reproduce records for any unusable forms, by using their equipment. Unique numbers must not include 1800, 1877, 1888, or 1900. The contractor will be furnished a record layout.

See Exhibit 8, page 2 for an example of information that is necessary to appear on the upper portion of Form A in Package 1 and page 4 of Form A in Package 2. The contractor will be required to take information from the furnished cartridges and format it to create an 11 digit Delivery Point Barcode for the purpose of the Government receiving the U.S. Postal Service's delivery point barcoded mail discounts. This Barcode is to be imaged within the corner marks near the top of the page, below the last line of the address, in accordance the USPS Domestic Mail Manual.

Voucher (bottom of Form A in Package 1; and bottom of Form A page 1 in Package 2): The payment voucher at the bottom of Form A (Package 1) and at the bottom of Form A page 1 (Package 2) will be imaged. Most of the information that will be imaged on the voucher is the same as on the upper portion of Form A (Package 1) and Form A page 4 (Package 2), with the exception of the carrier route endorsement and barcode and the addition of 1 OCR-A scan line and an IRS P.O. Box address (see Exhibit 8). The voucher is 8-1/2 x 3-1/4". The document scan line must be vertically positioned 1/4" from the bottom of the voucher to the bottom of the scan line. The rightmost character of the scan line must be placed 3-1/2" from the right (leading) edge of the document. The recommended maximum displacement is no more than .014" between characters. The line to be scanned should have a clear band, .25" in width, from the top and bottom of the scan line.

NOTE: Name and address character positions 47 - 210 will be repeated below and to the left of the voucher scan line in an area 3 x 9/16". Print each group of 40 bytes, line by line, beginning with the 1st name line followed by the 2nd name line, street address, city, state and zip code. Taxpayer ID number (TIN) character positions 08 - 17 will be repeated above and to the left of the voucher scan line in an area 3 x 1/4". The contractor will have to create and image the appropriate IRS P.O. Box address below and to the right of the voucher scan line in an area 3 x 9/16". See Exhibit 8. Each IRS Service Center will have a different P.O. Box address. The contractor will use the IRS P.O. Box address on the extended flap of the approved return envelope proofs. The IRS P.O. Box address will be the same for each taxpayer within the same IRS Service Center.

After the IRS P.O. Box addresses have been programmed in (but prior to passing the file), the contractor must submit, as soon as the contractor deems necessary in order to comply with the contract schedule, a printout by FAX to 202-283-4855 marked "ATTN: Doris Bethea, Lockbox Address Proof, GPO Jacket 303-039" or e-mail at Doris.E.Bethea@irs.gov for approval (to insure that the programmed addresses are in conformance with the approved return envelope proofs). Approval, conditional approval, or rejection will be given (by telephone or FAX) within one workday of receipt in the IRS.

3.7 Quality Control: The contractor must maintain a thorough quality assurance program to guarantee that not more than 6% of the delivered forms contain an illegible (non-scannable) line on the form or the voucher when run on Banc Tec Models TRP 700, 9400, 9500, DP500, or Unysis scanner models. One questionable character in any of the print constitutes an illegible line. The contractor must immediately replace any damaged, mutilated or illegibly addressed forms during the imaging operation. Any packages damaged so as to be unusable during the folding and inserting operations must be replaced at end of run by using the unique number on the forms to rerun replacement forms. These packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/or

mail listing. Unusable packages MUST be shredded immediately after replacement.

3.8 Cartridge Security and Security Letter: The contractor must guarantee that it and any of its subcontractors will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or addresses themselves for any other purpose than mailing the tax packages. See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering FTP://FTP.FEDWORLD.GOV/PUB/IRS-UTL/PUB1075.PDF, or from IRS by calling 1-800-829-3676, also see Privacy Requirements Exhibit. The contractor must FAX on company letterhead (referencing the GPO Jacket Number), to IRS @ 202-622-4139, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS cartridges, and any information output from them, throughout the period the contractor and/or subcontractors have possession of taxpayer information.

All magnetic cartridges supplied by the Government must be returned VIA registered mail to: IRS, National Computer Center, 250 Murall Drive, Kearneysville, WV 25430, Attn: Tape Library. All duplicate cartridges or resultant printouts, except printed forms, shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer or his authorized representative.

3.9 Prior-to-production samples are required for Form A (Package 1) and Form A (Package 2). Using furnished electronic media for dummy pages of Form A (Package 1) and Form A pages 1 and 4 (Package 2), submit 1,700 samples of each of form printed in black ink and imaged (include bars that will be used to identify new move addresses) in non-magnetic black ink (use test cartridge for imaging 1,525 copies of each form and the furnished scan line information below for imaging 150 copies of each form) on specified stock. (*150 samples of each form remain intact, do not separate at the perforations). Forms must be perforated, then detached (not cut) to provide a 8-1/2 x 7-3/4" Form 943; and an 8-1/2 x 11" Form 943-PR; and an 8-1/2 x 3-1/4" 943-V payment voucher and 943-V(PR) payment voucher. Submit samples no later than the date specified in the schedule. Samples are to be shipped at the contractor's expense, by an overnight delivery service. Contractor must include a copy of his shipping documents along with the samples submitted to the GPO to show that the remaining samples have been sent and include the furnished forms with samples sent to banks (one form per shipment per bank). These samples will be used to test for proper type font, spacing, alignment, stock, imaging quality, etc. Contractor will be given an approval, conditional approval, or rejection within 10 workdays after receipt in GPO. Contractor is not authorized to print prior to his receipt of an approval or conditional approval.

scan line: 323456789 AA 0000 05 2 200412 610

AA 32-3456789

ECRL0T **CO 17

name DEC2004 S29 H
and JAMES A & ANDREA A TAXPAYER
address 16305 Main Avenue N.W. 000 [denotes tray number]
data: ANYTOWN US 99999-9999
[include delivery pt. barcode]

IRS Internal Revenue Service
P.O. Box P.O. Box 0000
address San Francisco CA 94120-0000
data:

*Ship 100 (intact) samples of each form imaged using furnished scan line information (also include shipping documents proving remaining samples have been sent) to U.S. Government Printing Office, Stop PPP, Room C-817, 27 G St. NW, Washington, DC 20401. The container and accompanying documentation must be marked "Attention: IRS Desk, PRIOR-TO-PRODUCTION SAMPLES" and must include the GPO Jacket Number.

*50 (intact) samples of each form to Internal Revenue Service, 65 Room 246, 5000 Ellin Road, Lanham, MD 20706, marked for Attn. Doris Bethea.

Ship 1,550 (detached) samples of each form (500 of each form to each bank) imaged using the test cartridge to each of the following addresses: (Include one furnished form per bank shipment and all container labels must be marked "TEST SAMPLES for IRS Package 943 (2004) and Package 943-PR (2004)".)

Bank of America
1300 South Sherman St
Attn: Debbie Colby
Richardson, TX 75081-4855
Bank of America
1688 Phoenix Parkway
Attn. Gabe Rescigno
Atlanta GA 30349

U.S. Bank
1401 Dalton Avenue
Cincinnati, OH 45214
Attn: Edward Cantrell

Ship 25 (detached) samples of each form imaged using the test cartridge to: IRS, Attn: Gayle Kruemmel, SE:W:CAR:MP:P:B:T, Room 6230, 1111 Constitution Avenue, NW, Washington, DC 20224.

3.10 Proofs: Contractor must submit 2 set(s) of Dylux, or similar proofs, of the forms and instruction for each package. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs provided must be of 1200 DPI Resolution or better. Proofs must be printed on the actual production stock and must be 2-sided, trimmed and folded to replicate finished product. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 3 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return electronic media with proofs. At the government's request, one revised proof may be requested. Revised proof will be held 2 days from receipt at IRS until made available for pickup. If any contractor's errors are considered serious enough in the opinion of GPO, revised proofs may be required and are to be provided at no additional expense to the Government. No additional time will be allowed for this reproving and such operations must be accomplished within the original production schedule allotted in this contract.

Submit proofs by traceable means to: Internal Revenue Service, Room 6230, Attn: Gayle Kruemmel SE:W:CAR:MP:P:B:T, Room 6230, 1111 Constitution Ave., NW, Washington, DC 20224. The container and accompanying documentation must be marked "FORM/INSTRUCTION PROOFS" and must include the GPO Jacket Number.

Section 4 - ENVELOPE SPECIFICATIONS (Packages 1 and 2):

4.1 Size and Quantity (See Exhibit 1 for quantities):

Mailer Envelope - 4-3/4 x 9-1/2", window (covered) 1-1/2 x 4-3/4". See Exhibit 9 for dimensions but contractor must determine placement of window to ensure the mailing information shows after form is inserted. The check digit and taxpayer identification number are not part of the mailing information and must not be visible through the window.

Extended Flap Return Envelope - 4-1/4 x 9".

4.2 Paper: White Wove, sub. 24.

4.3 Construction: All envelopes must have a fold at bottom, the bottom may not be glued. No perforations are allowed on the bottom and top folds.

Construction options for Mailer Envelopes: Diagonal seam or side seam (see Exhibits 2 and 3).

Construction for Extended Flap Return Envelope: Manufacture open side with side seams and a 2-1/2" gummed flap. Perforate (slit or slot without ink) the flap horizontally 1-1/4" from and parallel to the flap fold and vertically in two places 3-7/16" from left and right edge of the flap (see Exhibit 4).

4.4 Printing: IRS will furnish electronic media for each envelope.

Mailer Envelopes: All print face and back in black ink. One copy change "PRINTED MATTER" on the front for approximately 119 copies for D.O. 96, 97, and 98 mail.

Return Envelopes: There are four different printings of the Extended Flap envelope. See Exhibit 1 for the quantity breakdown.

4.5 Ink for Envelope Printing (Ink must be carbon based): Mailer Envelopes print black only; Extended Flap Return Envelopes print Pantone 100 Yellow and black.

4.6 Sorting Codes: Each postal sorting bar code is comprised of fifty-two full and half-bar configurations and is for scanning by the U.S. Postal Service. A Postal Bar Code will print below each of the two addresses on the extended flap of each return envelope. Postal Bar Codes will be in position in the furnished files.

4.7 FIM Bars are printed in the upper right face of envelope. They print the same on all service center addresses. FIM Bars will be in position in the furnished files.

4.8 Envelope Proofs: Contractor must submit 3 sets of constructed proofs for each Business Return Envelope and 2 sets of constructed proofs for each mailer envelope. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Contractor will be given either an approval, conditional approval, or rejection, may be by telephone. Proofs will be withheld 5 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return electronic media with proofs. One revised proof may be required. Revised proof to be held 2 workdays from receipt at IRS until made available for pickup by contractor.

Submit 2 sets of proofs of each Business Return Envelope and 2 sets of proofs for each mailer envelope by traceable means to: Internal Revenue Service, Attn: Gayle Krummel SE:W:CAR:MP:P:B:T, Room 6230, 1111 Constitution Ave., NW, Washington, DC 20224. The container and accompanying documentation must be marked "ENVELOPE PROOFS" and must include the GPO Jacket Number.

Submit 1 set of proofs of each Business Return Envelope to: NCFB, 5000 Ellin Road, Lanham, MD 20706, Attn: Thomas C. Brown, (202) 283-0611, SE:W:CAS:SP:IMF:N, C5-148.

4.9 Quality Control Procedures: The prime contractor must establish and administer a quality assurance program which will ensure all envelopes meet specifications whether they are produced "in line" or at a subcontractor's site. If envelopes are produced by a subcontractor, production must be completed in sufficient time and available for quality assurance inspections. This schedule is to facilitate timely replacements necessitated by failure to meet contract specifications.

4.10 Envelope Samples (Packages 1 and 2): Immediately after the start of envelope production, send 1510 samples of each of the Business Reply Envelopes and 10 samples of each mailer envelope by an overnight delivery service, at contractor's expense, to IRS. See Production Samples Section 7.8 (B).

Section 5 - Addressing and Mailing of Tax Packages

(Packages for Alaska, Hawaii, and the Virgin Islands (See Section 6.7) - f.o.b. destination; Remaining Packages - f.o.b. contractor's city).

5.1 Quantity: Contractor will apply taxpayer identifying information, name, and address to approximately 319,121 Package (1) Form A; and 4,795 Package (2) Form A. The contractor is to call GPO IRS desk 202-512-0307 for instructions on how to handle any remaining copies after the addressing is complete.

5.2 Preparation for Mailing and NCOA: IRS will furnish the contractor with imaging cartridges, sorted by ZIP code. The service center code included in the record layout can be used by the contractor for sortation of addresses by service center. The raw data contained on these cartridges has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization. Contractor is responsible for taking the IRS raw data file and, using a licensed NCOA vendor, passing the file against the National Change Of Address (NCOA) file using standard matching logic, providing IRS with magnetic cartridges containing the following: a separate listing of new move addresses; and incomplete addresses (nixies). Each new move address must be referenced with its corresponding

old address (which must include check digit, taxpayer identification number, month & year, service center code, and form ID) and a printout of approx. 100 of these moves including the information described above, to allow comparison by the IRS. In addition, contractor must provide all applicable NCOA reports. Send magnetic cartridge(s), NCOA reports, and printouts to IRS, Room 6230, Attn: Gayle Kruemmel, SE:W:CAR:MP:P:B:T, 1111 Constitution Avenue NW, Washington, DC 20224 by an overnight delivery service, at contractor's expense.

Contractor must pass the entire file against a Coding Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.

Undeliverables: Certain nixies should not be mailed.

- **NCOA nixies**, which consist of, closed post office boxes, no forwarding address, primary address not found, and foreign mail, will be taken out of the mailing.
- **True nixies**, which consist of a move type code (R, S, T) and one other nixie option code should not be mailed.

The exceptions to the above would be when the move type code is accompanied by a single nixie code G, K, Q, U, in which case the IRS master file address should be used.

- **False nixies**, which have a move type code (R, S, T) plus 2 or more nixie option codes **should be mailed** to the IRS master file address.

NOTE: The IRS master file address must be used unless there is an *exact* match to NCOA.

The contractor must provide the actual number of undeliverable mail pieces and provide the number of good move address pieces in a summary report (see exhibit 13).

Contractor must select the new move addresses from the mail file, verify the service center code of the new move addresses (making all necessary service center code corrections) using the furnished electronic file, and merge the new move addresses back into the mail file. There are expected to be approx. 11,000 new move addresses of which approx. one percent will require correction of the service center code. NOTE: The check digit must be suppressed for all new move addresses. See page 2 of Exhibit 8.

Image a horizontal and a vertical indicator, pound (#) signs (repeated signs, with no space in between, extending 1" or solid bars (each bar to be 1/8" wide and 1" long) just outside the upper left corner mark of the address block of Form A for each package to identify each new move address.

NOTE: The information contained on magnetic cartridges provided to IRS must be formatted, as for an address label. Computer dumps are not acceptable.

5.3 Carrier Route Presort: Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

The contractor's software package must also analyze and resequence mail lists for tray optimization. It must provide bar-coded tray tags coded to addresses.

In general, the carrier route mail preparation must consist of tying or wrapping packages of ten or more pieces per carrier route. The number of pieces per carrier route is indeterminate, and random (may be resequenced) but will be at least ten. The contractor must tie by carrier route quantities less than a full tray.

Presort Palletization: As outlined by the Postal Service in the Domestic Mail Manual, the carrier route presort palletization program requires that in most cases, depending on the thickness and weight, individual packages of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets. See DMM for specific requirements.

5.4 Carrier Route Address: Each carrier route address must contain a carrier route endorsement and carrier route number. There must be no carrier routes that have fewer than ten pieces. Each new carrier route must be identified by change indicators in the address area.

5.5 Carrier Route Listing: Contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route, within ZIP Code, city and state. A subtotal by 5-digit ZIP Code, 3-digit ZIP

Code, residual mail, and service center must also be provided.

5.6 USPS Regulation Compliance: The contractor must comply with all U.S. Postal Service regulations governing Standard Mail (or parcel post, for some bulk shipments), as outlined in the Domestic Mail Manual (DMM).

5.7 Tray Numbers: The addressed packages must carry a tray number/code.

5.8 ZIP Code Sequence (within the Service Centers): Contractor must maintain addresses in ZIP code sequence. The first address with either a new five-digit ZIP code, new carrier route, new package or tray must contain change indicators in the City, State Zip Code line.

5.9 ZIP Code Count Listing: Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count report for the contractor's use during the addressing operation. A copy must also be provided to the IRS resident coordinator.

5.10 IRS Resident Coordinator: One or more IRS representatives may be on-site at the contractor's facility to provide project coordination in the receipt, verification and organization of the address cartridges; monitoring all stages of production, mailing and distribution of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the contractor's Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, personal computer with internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 5.0, Microsoft Word and Microsoft Excel 97 for submitting reports. Access to a fax machine will also be required for the coordinators. This space will be in an enclosed, secure area adjacent to the addressing/mailing operations. Long distance telephone charges will be reimbursed by the Government. Desk and telephone access is also required for a postal clerk during the turnover of packages to the Postal Service. The contractor and resident coordinator will conduct product sampling as part of the Quality plan. The contractor must maintain storage of these samples for a warranty period of 120 days as outlined in GPO contract Terms (see section 7.3).

5.11 Daily Production Report: The contractor will provide daily production information required to complete Report Form 9659 (See Exhibit 5). The IRS Resident Coordinator will email this report every weekday to terry.a.costa@irs.gov and also to mary.g.kruemmel@irs.gov. In the absence of the coordinator, contractor must email the report as specified above or fax to 202-622-4139. ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.

5.12 Loading Information: In addition to daily production report, contractor must furnish a copy of postal service loading sheets, as trailers are released.

5.13 Order of Addressing: Addressing may be affected by Turnover Requirements (See Section 6.9).

Section 6 - Packing and Loading Packages

6.1 Postal Pallets and Trays: The U.S. Postal Service will furnish trays and pallets upon contractor's request. Contractor may utilize their own pallets that meet postal requirements, at their own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements outlined in the DMM for "Packages and Bundles Presented on Pallets" and "Palletizing Sacks". See the DMM for preparation requirements for palletizing Standard Mail. Packages must palletized separately from sacks. The sack tags must be barcoded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives or regional pallet team.

6.2 Tray Loading and Marking: The Postal Service Standard Mail rate will be used for this mailing. The contractor must comply with the requirements of the Postal Service, as outlined in the Domestic Mail Manual (DMM).

6.3 Internal Tying: Pieces may be packed loose (no internal wrapping or tying) in either carrier route or 5-digit ZIP code direct trays. All trays containing mixed carrier routes or 5-digit ZIP codes require internal wrapping or tying in direct bundles of ten or more pieces. See Domestic Mail Manual for more details.

6.4 Standard Mail: The Postal Service will verify the total weight of the mailing. No optional mailing procedures

will be allowed, all mail must be weighed. IRS will not apply for plant load authorization nor optional acceptance procedures. The contractor must comply with all Domestic Mail Manual regulations governing use of Standard Mail (or parcel post, for some bulk shipments). The IRS will obtain the bulk mail permit for this mailing. All stamped PS Forms 3602, with the IRS Agency Cost Code 67039 in the appropriate box, must be faxed as indicated in Section 2.2 of this contract and must be completed by the date in the schedule for each truckload shipment leaving the plant.

6.5 Point of Entry: Contractor will specify in his bid the location of his proposed point of entry for the tax package mail. See Offers Section 8.5.

6.6 Postal Trucks: If truck-trailers (vans) will be needed from the U.S. Postal Service it is the contractor's responsibility to schedule an advance planning meeting with the Postal Service and request these services. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan.

6.7 USPS Plant-Verified Drop Shipments: The contractor will be required to drop ship all mailed quantities directly to the BMCs and SCFs, and to accomplish this, must prepare and implement a detailed plant-verified drop shipment plan, the cost of which must be included in the contractor's total bid price; a separate charge will not be allowed for any administrative costs for preparing and implementing the drop shipment procedure.

On or before the date in the schedule, the contractor MUST submit its detailed plant-verified drop shipment procedure for direct shipments to the BMCs and SCFs. The detailed drop shipment plan must be submitted to the GPO and also submitted to Gayle Kruemmel via fax 202-622-4139 or emailed to mary.g.kruemmel@irs.gov and must be basically in the format shown in Exhibit 10 to show the piece count, approximate weight, postal discount, freight charges, net savings, and number of transit days for each shipment.

Due to the IRS's 100% delivery requirement, Optional Mail procedures that do not weigh pallets of mail are not allowed or authorized.

Reimbursement for the actual freight costs will be made from copies of the commercial carrier freight bills that must be submitted with the contractor's invoice, and each freight bill must show the shipping cost and weight of the shipment. If the contractor utilizes a freight consolidator, payment will be made with submission of the consolidator's invoices showing actual charges to the contractor. Reimbursed freight costs will not be subject to any "prompt payment discounts." The contractor must provide the scheduled dates for dropping at the BMCs and SCF, etc. (see exhibit 10). Contractor must include copies of USPS Form 8125 signed by recipient at destination with their freight bills/invoices or Track/Trace reports showing the appointment dates and USPS furnished confirmation numbers. Freight charges must not exceed those in the furnished drop shipment proposal, except allowable fuel surcharges.

Submit drop shipment plan to: U.S. Government Printing Office, Stop PPP, Room C817, 27 G STREET NW, WASHINGTON, D.C. 20401. The container and accompanying documentation must be marked Attention IRS Desk, DROP SHIPMENT PLAN and must include the GPO jacket number.

6.8 SCF and BMC Appointments: Contractor must submit logistics plan outlining SCF and BMC appointments.

6.9 Turnover requirements: The priority for the mail turnover is as follows: 1) packages for Alaska and Hawaii which are part of the Ogden Service Center; packages for the Virgin Islands and Puerto Rico which are part of the Philadelphia Service Center; 2) packages for the furthest destinations; and 3) packages for the closest destinations.

The packages for Alaska, Hawaii, the Virgin Islands and Puerto Rico must be delivered, within 4 days after release by the contractor, to the following addresses:

- Deliver the Alaska packages to U.S. Postmaster, 4141 Postmaster Drive, Anchorage, AK 99501
- Deliver the Hawaii packages to U.S. Postmaster, 3600 Aolele St., Honolulu, HI 96820.
- DO 66 Puerto Rico and Virgin Islands must be marked for the specific Post Master and air freighted to 585 Ave. FD Roosevelt STE 370 San Juan PR 00936-9997, Telephone 787-622-1795.
- Other U.S. possessions must be marked for the specific Postmaster and Air Freight to Barrigada Guam 489, Route 16, 96913-9998.

See Exhibit 1B for additional information. The costs for these deliveries will be reimbursed by the Government and must be included in the drop shipment plan (see Section 6.7).

Section 7 - Quality Systems

7.1 Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the life of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction).

7.2 Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

7.3 Records: Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

All quality control samples must be produced at no additional cost to the Government.

7.4 Inspection by the Government: The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

7.5 Quality Systems Plan: The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, North Capitol & H Sts. NW, Washington, DC 20401, Attn: IRS Desk. The proposed Quality Systems Plans are subject to Government approval.

7.6 Quality Assurance Levels and Standards: The following levels and standards apply to the products ordered under these specifications:

Product Quality Levels. -

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.
- (c) Exceptions. - Trim size and margins must be maintained within a 1/32" variation for the forms. Any deviation will be considered a major defect.

Inspection Levels (from ANSI/ASQC Z1.4).-

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standard. - The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	O.K. Press Sheets

P-9. Solid and Screen Tint Color Match O.K. Press Sheets

Special Instruction: In the event the inspection of the press sheets is waived by the Government, the following alternate standards (in order of precedence) shall become the Specified Standards.

P-7. Electronic Files.

P-9. Pantone Matching System.

7.7 Compliance: To monitor compliance with tax package production specifications, one or more quality assurance inspections of the tax packages may be conducted by Government Printing Office and/or Internal Revenue Service personnel.

7.8 Production Samples: The copies included in A, B, C, and D are considered sample copies and will not be included in the quantity ordered and can not be included in the quantity billed. For package samples use any version return envelope.

A. Quality Assurance Samples: 200 imaged packages, comprised of an equal number of each package from each Service Center, shall be sent at the completion of production to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select one copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished, Pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", must be included with the Quality Assurance Random Copies.

B. ENVELOPE SAMPLES: Immediately after the start of envelope production, contractor to ship or mail, at contractor's expense, using an overnight delivery service as follows:

10 copies of mailer envelope and each service center return envelope for each package to:

Internal Revenue Service
Room 6230, Attention: Gayle Kruemmel, SE:W:CAR:MP:P:B:T
1111 Constitution Avenue NW
Washington, DC 20224

500 Cincinnati Service Center Return Envelopes to:

Bank of America
1688 Phoenix Parkway
Attn. Gabe Rescigno
Atlanta GA 30349

500 of Ogden Service Center Return Envelopes to:

Bank of America
1300 South Sherman St
Attn: Debbie Colby
Richardson, TX 75081-4855

500 of Philadelphia Service Center Return Envelopes to:

U.S. Bank
1401 Dalton Avenue
Attn: Edward Cantrell
Cincinnati, OH 45214

C. PACKAGE SAMPLES: Contractor is to ship or mail, at contractor's expense, 65 samples of unimaged and unsealed packages for Packages (1) and (2) to the following addresses using an overnight delivery service.

50 Copies - Internal Revenue Service
Room 5554, Attention: W:CAR:MP:M:T:M
1111 Constitution Avenue NW
Washington, DC 20224

15 Copies - Internal Revenue Service
Room 6230, Attention: Gayle Kruemmel, SE:W:CAR:MP:P:B:T
1111 Constitution Avenue NW
Washington, DC 20224

D. PACKAGE SAMPLES: Ship or mail, by an overnight delivery service at contractor's expense, 135 printed, imaged (using the furnished scan line information from prior-to-production samples section) and unsealed copies each of Packages 1 and 2, within 24 hours of inserting startup to:

100 Copies - Internal Revenue Service
Attention: Doris Bethea, W:CAS:SP:IMIR, C5-Room 240
5000 Ellin Rd.
Lanham, MD 20706

25 Copies - Internal Revenue Service
Attention: Gayle Kruemmel, SE:W:CAR:MP:P:B:T
1111 Constitution Avenue NW
Washington, DC 20224

5 copies: Internal Revenue Service
Room 6230, Attention: Mitch Farah, SE:W:CAR:MP:P:B
1111 Constitution Avenue NW
Washington, DC 20224

5 copies: Internal Revenue Service
Room 6230, Attention: Paul Dangel, SE:W:CAR:MP:P:B:T
1111 Constitution Avenue NW
Washington, DC 20224

Section 8 - OFFERS

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND FOR SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for the "ADDITIONAL RATES" must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Bidder MUST submit a price for each line item under the "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held that the bidder intends to furnish those items at no charge to the Government.

Transportation and mail costs will NOT be used as a factor in the basis of award.

8.1 Package (1) 943 - Printing, folding, and imaging 319,121 copies of Form A; printing and folding 319,121 copies of Form B and C; printing and folding 319,121 instructions; manufacturing and printing 319,121 mailer envelopes and 319,121 extended flap return envelopes. **Package (2) 943-PR** - Printing, folding, and imaging 4,795 copies of Form A; printing and folding 4,795 copies of Form B; printing and folding 4,795 instructions; manufacturing and printing 4,795 mailer envelopes and 4,795 extended flap return envelopes. Inserting forms, instruction, and return envelope into mailer envelopes; staging and turning over 319,121 Package (1) and 4,795 Package (2) to Postal Service for Standard Mail as per specifications.....
\$ _____

The bidder must state the cost for preparing and implementing the drop shipment plan included in the total bid price above.....\$ _____

8.2 Prices for quantity changes**"ADDITIONAL RATE"**

(A price must be submitted for each line item)

Printing and folding forms.....per 1,000..\$ _____

Computer imaging forms.....per 1,000..\$ _____

Printing and folding instructions.....per 1,000..\$ _____

Manufacturing and printing mailer envelopes.....per 1,000..\$ _____

Manufacturing and printing extended flap return envelopes.....per 1,000..\$ _____

Inserting form, instruction, and return envelope into a mailer envelope..... per 1,000..\$ _____

Packing, storing, staging and turnover of packages (including carrier route sorting).....per 1,000..\$ _____

Passing records through NCOA.....per 1,000 records..\$ _____

The bidder must also furnish the following information:

8.3 Type of addressing equipment that will be used:

8.4 Name, address, contact, and phone number of subcontractors, if any, and what they will perform on this contract:

Envelope Manufacturers: _____

8.5 Post Office for entry of mail packages (Standard Mail):

City _____, State _____ Zip Code _____

Name of Firm

Signature of Bidder

8.6 At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to IRS, Room 6230, Attn: Gayle Kruemmel, SE:W:CAR:MP:P:B:T, 1111 Constitution Ave. NW, Washington, DC 20224.

Bidder must fill out and sign page 18 of these specifications and return them attached to the GPO Bid Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room B-104, 45 G St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6..